



REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER

To: MAYOR AND COUNCIL		Agenda Item No. <u>IV.H.</u>
From: Jeff Long Chief of Police		
Date: May 15, 2012		
Subject: Request For Purchase – Furniture- Police Department		
Date Bid Opened or Quote Received: 4/30/2012		Bid or Quote Expiration Date: N/A
<u>Company</u>		<u>Amount of Quote or Bid</u>
1. Business Interiors by Staples		1. \$30,000.00 (+)
2. Henricksen PSG		2. \$26,336.30
3.		3.
RECOMMENDED QUOTE OR BID: Henricksen PSG \$26,336.30		
GENERAL INFORMATION: The Police Department is requesting the purchase of furniture to accommodate the merger of the Health Department and Police Department. The Health Department will be physically moving into the Police Department building. We are creating work stations that match the other cubicle areas of our building and will accommodate the work needs of the Health Department employees. The lower bid is from the same company that supplied the original furniture in this building. An additional benefit of using this company is that they are able to recycle certain pieces of our current furniture, thus enabling them to have the lowest quote.		

Signature

Department

The Recommended Bid is X
within budget

not within budget John Wallin, Finance Director

Scott Neal, City Manager